

Summer Village of Bondiss Agenda

Zoom Video Conference Council Meeting, 7:00 PM, Thursday, June 27, 2024

64 Newcastle Road, Sherwood Park, AB

1. Call to order
2. Review, additions & adoption of the Agenda.
3. Review and adoption of Minutes:
 - 3.1. May 16, 2024
4. Financial Statements
 - 4.1. Balance Sheet and Income Statement dated June 24, 2024
 - 4.2. Cheque Listing and E-transfer listing dated June 24, 2024
5. Signs Regarding Boat Speeds
6. Remuneration Policy Review
7. Unsightly Bylaw Discussion – What to include? Exclude?
8. Action List – June 24, 2024
9. Move into closed session of Council
 - 9.1. Road Quotes
10. Move out of closed session
11. Information Items
12. Other items
13. Next Meeting – August 15, 2024
14. Adjournment

MINUTES OF A REGULAR COUNCIL MEETING OF THE SUMMER VILLAGE OF BONDISS HELD ON THURSDAY, MAY 16, 2024, BY ZOOM VIDEO CONFERENCE, 64 NEWCASTLE ROAD, SHERWOOD PARK, AB.

A Regular meeting of Summer Village Council was called to order at 7:02 PM on Thursday, May 16, 2024, hosted by the Municipal Office, 64 Newcastle Road, Sherwood Park, AB.

In Attendance	April Clark, Mayor, Summer Village of Bondiss, Chairman. Leah Iwaniuk, Deputy Mayor, Summer Village of Bondiss. Lawrence Habiak, Councilor, Summer Village of Bondiss. Kim Bancroft, interim Chief Administrative Officer, Recording Secretary.	
Gallery	3 Residents	
Call to order	The meeting was called to order at 7:02 PM by Mayor, April Clark.	
Agenda	Moved by Mayor Clark that the agenda be adopted as presented.	CARRIED
Res.		
001-2024-05-16		
Minutes	Moved by Mayor Clark that the Minutes of the April 4, 2024 Regular Council Meeting and the Minutes of the April 18, 2024 Special Council Meeting be approved as presented.	CARRIED
Res.		
002-2024-05-16		
Financial Statements	Moved by Mayor Clark that the Financial Statements dated May 14, 2024 be accepted as information.	CARRIED
Res.		
003-2024-05-16		
Bylaw 02-24	Moved by Mayor Clark that Bylaw 02-24, Beig a Bylaw of The Summer Village of Bondiss in the Province of Alberta for the Purpose of Establishing one or More Assessment Review Boards and the Appointment of an Assessment Review Board Clerk, receive first reading at this time.	CARRIED
Res.		
004-2024-05-16		
Res.	Moved by Council Member Habiak that Bylaw 02-24 be given second reading at this time.	CARRIED
Res.	Moved by Mayor Clark that Bylaw 02-24 receive consent to be given third reading at this time.	CARRIED UNANIMOUSLY
Res.		
005-2024-05-16		
Res.	Moved by Deputy Mayor Iwaniuk that Bylaw 02-24 be given third reading and finally be passed at this time.	CARRIED
Res.		
006-2024-05-16		
Res.		
007-2024-05-16		

**Bylaw 03-24
Res.
008-2024-05-16**

Moved by Mayor Clark that Bylaw 3-24, Being a Bylaw of the Summer Village of Bondiss in the Province of Alberta for the Purpose of Authorizing the Establishment of a Bylaw Enforcement Officer Bylaw, be given first reading at this time.

CARRIED

**Development
Officer
Res.
009-2024-05-16**

Moved by Deputy Mayor Iwaniuk that Kim Bancroft be appointed as Development Officer.

CARRIED

**Bylaw Enforcement
Officer
Res.
010-2024-05-16**

Moved by Deputy Mayor Iwaniuk that Kim Bancroft be appointed as Bylaw Enforcement Officer.

CARRIED

**Municipal Office
Address
Res.
011-2024-05-16**

Moved by Mayor Clark that the Municipal Office for the Summer Village of Bondiss be located at 64 Newcastle Road, Sherwood Park, AB, T8A 6K8.

CARRIED

**LUB and MDP Open
House
Res.
012-2024-05-16**

Moved by Mayor Clark that an Open House be held via zoom for the draft Land Use Bylaw and Draft Municipal Development Plans at 7pm.

CARRIED

**ASVA Conference
Res.
013-2024-05-16**

Moved by Mayor Clark that Bondiss donate a \$200 Auction Item for the 2024 Annual ASVA Conference and that any council and administration who wish to attend may register.

CARRIED

**Closed Session
Res.
014-2024-05-16**

Moved by Mayor Clark that council and administration enter into a closed session at 8:08 pm.

CARRIED

**Res.
015-2024-05-16**

Moved by Mayor Clark that council and administration come out of closed session at 8:35 pm.

CARRIED

Grass Contract Res.	Moved by Mayor Clark that Bondiss hire Greencut Group for the grass cutting contract for Summer 2024.	
016-2024-05-16		CARRIED
Next Meeting	May 27, 2024 at 7:00 pm via Zoom Videoconferencing	
Closing Remarks	The Chairman thanked everyone for participating in discussion throughout the meeting.	
Adjournment	The meeting adjourned at 9:00 PM.	

SUMMER VILLAGE OF BONDISS

April Clark, Mayor

Kim Bancroft, CAO

Summer Village of Bondiss Comparative Gross Margin Income Statement

	Actual 01/01/2024 to 06/24/2024	Budget 01/01/2024 to 12/31/2024	Difference
OPERATING REVENUE			
REVENUE			
Real Property Taxes	356,798.17	348,311.00	8,487.17
Tax Penalties	3,787.79	5,000.00	-1,212.21
MSI Capital - Operating	0.00	16,772.00	-16,772.00
Interest on Investments	11,983.49	10,000.00	1,983.49
Village Fees and Charges	1,150.00	1,500.00	-350.00
TOTAL REVENUE	<u>373,719.45</u>	<u>381,583.00</u>	-7,863.55
TOTAL OPERATING REVENUE	<u>373,719.45</u>	<u>381,583.00</u>	-7,863.55
GROSS MARGIN	<u>373,719.45</u>	<u>381,583.00</u>	-7,863.55
OPERATING EXPENSE			
EXPENSES			
Council Honorariums	3,600.00	7,200.00	-3,600.00
Councillor Expenses	163.48	1,000.00	-836.52
Audit Professional Services	5,975.00	6,000.00	-25.00
Assessment Professional Services	3,275.00	6,000.00	-2,725.00
Banking Charges	228.28	1,000.00	-771.72
Website	0.00	500.00	-500.00
Annual Meeting	0.00	500.00	-500.00
General Office Supplies	0.00	1,000.00	-1,000.00
Advertising, Printing, Subscription	0.00	500.00	-500.00
Insurance and Bonding	0.00	6,500.00	-6,500.00
Legal Professional Services	0.00	2,000.00	-2,000.00
Memberships	1,984.51	2,600.00	-615.49
Municipal Administrative Services	13,750.00	36,177.00	-22,427.00
Administration Education	0.00	500.00	-500.00
WCB	0.00	500.00	-500.00
Postal and Courier	0.00	1,300.00	-1,300.00
Telephone	0.00	600.00	-600.00
Repairs / Maintenance / Trees	1,385.78	12,000.00	-10,614.22
Outhouses / Garbages	0.00	5,000.00	-5,000.00
Grass Cutting	0.00	15,000.00	-15,000.00
Snow Removal	0.00	20,000.00	-20,000.00
Admin Travel and Subsistance	0.00	1,000.00	-1,000.00
Conference and Seminars	0.00	1,000.00	-1,000.00
Other Administrative Expense	252.68	500.00	-247.32
Northern Lights Library System	1,185.80	1,186.00	-0.20
Donations	0.00	500.00	-500.00
Fire Services	0.00	14,723.00	-14,723.00
Athabasca Regional Waste	14,227.98	28,000.00	-13,772.02
Greater North Foundation	9,036.09	9,036.00	0.09
PTASFF	42,715.04	173,770.00	-131,054....
PFM Expense	10,991.00	10,991.00	0.00
Move to Operating Reserve	0.00	10,000.00	-10,000.00
Move to Capital Reserve Fund	0.00	5,000.00	-5,000.00
TOTAL EXPENSES	<u>108,770.64</u>	<u>381,583.00</u>	-272,812....
TOTAL OPERATING EXPENSE	<u>108,770.64</u>	<u>381,583.00</u>	-272,812....
INCOME FROM OPERATIONS	<u>264,948.81</u>	<u>0.00</u>	264,948.81
NET INCOME	<u>264,948.81</u>	<u>0.00</u>	264,948.81

Summer Village of Bondiss Balance Sheet As at 06/24/2024

ASSET

Current Assets

ATB Operating Account	133,873.00	
ATB Mush Savings Account	579,341.54	
CIBC Chequing Account	182,899.65	
Total Cash		896,114.19
Investments		102,906.57
Current Taxes Receivable		310,304.80
GST Receivable		1,436.49
Accrued Interest		12,680.78
Under - Levy		1,873.16
Gov't Grant Rec - MSI Capital		140,043.00
Gov't Grant Rec - CCBF		46,357.00
Total Current Assets		1,511,715.99

Capital Assets

Playground Equipment	105,027.48	
Accum. Amort - Playground Equ...	-26,008.68	
Net - Playground Equipment		79,018.80
Office Furniture & Equip	1,756.00	
Accum. Amort. - Office Furniture...	-1,756.00	
Net - Office Furniture & Equip		0.00
Engineering Structures	1,137,109.20	
Accum. Amort. - Engineering Str...	-572,852.23	
Net - Engineering Structures		564,256.97
Wastewater	58,765.31	
Accum. Amort - Wastewater	-52,037.75	
Net - Wastewater		6,727.56
Total Capital Assets		650,003.33

TOTAL ASSET

2,161,719.32

LIABILITY

Ac

Accounts Payable	28,303.50
Prepaid Taxes	22,265.81
Refundable Grant MSI - CAP	92,948.58
Deferred Revenue - ACP	6,300.00
Refundable Grant GFTG	133,912.00
Refundable Grant - BMTG	11,533.00
	<u>295,262.89</u>

TOTAL LIABILITY

295,262.89

EQUITY

Equity

Equity in Fixed Assets	812,050.60
Equity purchase of TCA	28,375.83
Equity Amortization of TCA	-96,012.45
Transfer to Restricted Reserve	172,895.00
Current Earnings	264,948.81
Accumulated Operating Surplus	684,198.64
Total Owners Equity	1,866,456.43

TOTAL EQUITY

1,866,456.43

LIABILITIES AND EQUITY

2,161,719.32

Summer Village of Bondiss Direct Deposit Log 05/15/2024 to 06/24/2024

Direct Deposit No.	Transa... Type	Payee	Transaction Date	User	Amount
VP78	Payment	Milestone Municipal Service...	05/21/2024	sysadmin	315.00
VP81	Payment	Lawrence Habiak	05/27/2024	sysadmin	3,351.60
VP80	Payment	Kim Bancroft	05/31/2024	sysadmin	2,887.50
VP82	Payment	Leah Iwaniuk	06/12/2024	sysadmin	1,200.00
VP83	Payment	April Clark	06/20/2024	sysadmin	1,200.00
VP84	Payment	April Clark	06/20/2024	sysadmin	163.48
VP85	Payment	Lawrence Habiak	06/20/2024	sysadmin	1,200.00
					<hr/> 10,317.58

*ARB
New Doc*

Number of direct deposit transactions: 7

For Review.

The Summer Village of Bondiss	
Policy Name:	Council Remuneration, Mileage and Expense Reimbursement Policy
Index No.	
Resolution No.	
Date Effective:	July 01, 2022

Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on Summer Village business.

Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Summer Village Council.

Guidelines

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of Bondiss.
2. Remuneration is not intended to match or replace employment or professional rates that the Councilors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Remuneration, mileage and meals shall be paid in accordance with the amounts and rates approved or as amended by Council resolution from time to time and as in reimbursement schedule attached.
5. Other items that have an actual receipt may include incidentals such as parking, use of public transportation, etc.
6. This policy shall be reviewed annually at the organizational meeting.
7. At the end of each month an expense form shall be submitted to all of Council for approval, this is to include remuneration for the month.
8. Once the expense forms have been approved, the CAO shall remit payment to Council Members by Interac E-transfer or cheque, whichever the Councilor chooses, within 2 business days.

Reimbursement Schedule

Remuneration

The remuneration to be received by each Council Member is \$200.00 per month

Mileage

As per the CRA (Canada Revenue Agency) guidelines for 2022, the approved rate of mileage shall be \$0.61/KM for the first 5000KM, and \$0.55/KM for any mileage claimed over 5000KM in a year.

Mileage is to be claimed from the Summer Village of Bondiss or your residence, whichever is closer.

Meal Expenses

When travelling on Summer Village business of 3 hours or more, a claim can be made for meal allowance as per receipts provided to a maximum of:

\$15.00 for breakfast

\$20.00 for lunch

\$25.00 for supper

Accommodation Expenses

When travelling on Summer Village business the actual cost of the accommodation may be claimed upon receipts being provided.

Incidental Expenses

Other incidentals such as, but not limited to, parking will be paid upon receipts being provided.

**THE SUMMER VILLAGE OF BONDISS
COUNCIL REMUNERATION, MILEAGE AND EXPENSE REIMBURSEMENT**

ATTENTION: Ed Tomaszuk	FOR:
TITLE: CAO	TITLE:
EMAIL: Edtomaszuk@gmail.com	EMAIL:

DATE	DESCRIPTION	TYPE OF EXPENSE	AMOUNT
		TOTAL	\$

Mileage reimbursement for personal car = \$0.61/KM
Remuneration @ \$200.00/month

Councilor Signature:	Date:
CAO signature:	Date:

Please make sure to include all receipts.